

STATE OF ALABAMA
Department of Finance



**POSTSECONDARY
BUDGET REQUEST INSTRUCTIONS**

Fiscal Year 2017

**Robert Bentley
Governor**

FY 2017
POSTSECONDARY BUDGET REQUEST INSTRUCTIONS
(DUE NOVEMBER 2, 2015)

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SUBMITTING THE BUDGET REQUEST

The purpose of this instruction guide is to provide information needed to develop the Budget Request for submission. Contact your assigned budget analyst at (334) 242-7230 for assistance with budget development questions.

The State of Alabama Accounting and Resource System (STAARS) Budgeting is the new computer program application that is used to submit the completed Budget Request. Contact STAARS Helpdesk at (334) 353-9000 or STAARS.support@finance.alabama.gov for assistance with the STAARS application system.



1. **Due Date** – Since the due date for Budget Request packages, as set by law, is on Sunday, November 1, 2015, the FY 2017 Budget Request will be due **Monday, November 2, 2015**. (§ 41-4-84, *Code of Alabama 1975*). The 2016 Regular Session of the Legislature begins Tuesday, February 2, 2016.
2. **Financial Statement**—Senior institutions must submit a copy of the institution's financial statements for the fiscal year ending September 30, 2014, to the Executive Budget Office no later than Monday, January 4, 2016.
3. **EBO Website Resources** – These Budget Request Instructions for Postsecondary Institutions, as well as information about EBO and state finances, is located at <http://budget.alabama.gov/pages/budreq.aspx>. Downloadable EBO Excel® spreadsheets also remain available to aid in calculation and preparation if desired. However, you will **NOT** use these forms for submission. Budget Requests are required to be submitted using the new STAARS Budgeting application and will be accepted **ONLY through STAARS Budgeting**.
4. **STAARS Budgeting Access and Instructions** – STAARS Budgeting will be accessible online starting October 5, 2015. Contact STAARS Helpdesk if you do not have a user ID and password. Access links and instruction manuals for submission using STAARS Budgeting are available at the following sites:
 - STAARS Budgeting manuals: <http://budget.alabama.gov/pages/budreq.aspx>
 - STAARS Budgeting application link: <https://budget.staars.alabama.gov>
 - STAARS infoAdvantage Reporting: <https://infoadv.staars.alabama.gov/BOE/BI>
5. **Attachments to Budget Request** – Do not mail or email any documents to be included with the Budget Request. Attachments must be submitted electronically inside STAARS Budgeting using the Document Management tab on Form 14 Restricted.

6. **Rounding** – Round all figures to the nearest dollar, omitting all decimal points and zeros in the cents column.
7. **Gross Budgeting** – Total budget is on the basis of current gross revenues and expenditures.
8. **Signature and Approvals**- The submission should be approved by the president of the institution. Electronic approvals are required on the form to be submitted within STAARS using the STAARS Budgeting Manual. Contact STAARS Helpdesk at (334) 353-9000 or STAARS.support@finance.alabama.gov for assistance with the STAARS application system.
9. **LFO Copies** – Please send a copy of the Budget Request, as well as any revised or corrected replacement versions, to the Legislative Fiscal Office (LFO) using the following dedicated email address: budget.requests@lfo.state.al.us.
10. **Alabama Commission on Higher Education Copies**– Please send two copies of the Budget Request, as well as any revised or corrected replacement versions to ACHE at: P. O. Box 302000, Montgomery, Alabama 36130-2000.

BUDGET AUTHORITY

The "Fletcher Budget Act" (*Code of Alabama 1975*, Sections 41-4-80 through 41-4-96, inclusive, as amended) embodies the original budget authority for the State of Alabama. The "Budget Management Act" (*Code of Alabama 1975*, Section 41-19-1 through 41-19-12, inclusive, as amended) greatly expanded the scope of the budget authority and financial management. The act established a comprehensive system for budgeting and financial management and provided for program budgeting, accounting, and performance reporting.

HIGHLIGHTS

1. **American Recovery and Reinvestment Act of 2009 (ARRA)** – In addition to all other funds received in the Education Trust Fund Appropriation Bill, funds received under the American Recovery and Reinvestment Act of 2009 (ARRA) are conditionally appropriated upon receipt of these funds, the recommendation of the Director of Finance and the approval of the Governor. As your agency develops the FY 2017 Budget Request, list ARRA funds on a separate line for FY 2015, FY 2016 and FY 2017 as applicable.
2. **BP Oil Funds** – Agencies that received funds from BP (either as a grant or reimbursement) in FY 2015 or anticipate receiving BP funds in FY 2016 or FY 2017 should present these funds on a separate line on the EBO Form 14 as applicable.
3. **Required Forms** –Completion and submission of Forms 14 and 17 are required for all institutions. Forms 14A and 14B must be completed, if applicable.
4. **Facilities Master Plan** –The Executive Budget Office is requesting that all institutions required to submit a Facilities Master Plan to the Commission on Higher Education submit Form 1A of the Facilities Master Plan in lieu of EBO Form 18. **Use the Document Management Tab on Form 14 Restricted in STAARS Budgeting to submit all attachments.**
5. **Knight Vs Alabama** –Institutions receiving funds from the Education Trust Fund as a result of Civil Action Number CV 83-M1676-S (Knight Vs Alabama) should report these amounts by program or purpose as a separate line in the Revenue section and identify it by program or purpose. Corresponding expenditures should be reported accordingly.
6. **Earmarked Appropriations** –Institutions with appropriations earmarked for a specific purpose are requested to report those amounts on a separate line.
7. **Contact Information** – Attach a cover letter with the President's name, mailing address, and telephone number, as well as the name, telephone number and email address of a contact person for the budget and financial information. **Use the Document Management Tab on Form 14 Restricted in STAARS Budgeting to submit all attachments.**

EXPENDITURE CATEGORIES AND PERSONNEL RATES

The following expenditure categories are the major Expenditure Objects used on the EBO Forms for the submission of the Postsecondary Institution Budget Requests. These categories are not for use by state agencies.

1. Salaries and Wages- Includes all costs relating to personnel such as regular salaries and wages, overtime earnings, special allowances and employee termination costs.
2. Employee Benefits- Includes employer costs for employee benefits such as FICA, retirement contributions, group health insurance, worker's compensation insurance, unemployment compensation, TIAA and CREF. Estimate benefits using the rates below.

FICA (Social Security) Match		
Calendar Year	Projected Contribution Rate	Maximum Earnings Base
2015	7.65%	\$118,500
2015	1.45%	Over \$118,500
2016	7.65%	\$119,500 *
2016	1.45%	Over \$119,500 *
2017	7.65%	\$122,200 *
2017	1.45%	Over \$122,200 *

TEACHERS RETIREMENT SYSTEM (TRS)		
	FY2016	FY2017 *
Tier I Employees Hired on or Before 1/1/13	11.94%	12.01%
Tier II Employees Hired after 1/1/13	10.84%	10.82%

Employer Health Contribution (Per Employee)	FY2016 Monthly	FY2017 Monthly *
Public Education Employees Health Insurance Plan (PEEHIP)	\$780.00	\$ 800.00

*These are projected rates only.

3. Supplies and Expenses A major object which includes all expenditures excluding salaries and wages, employee benefits and capital assets (defined below). Include expenses such as payments for all services, repairs and maintenance, rentals and leases, advertising, utilities, communications, travel and subsistence, products, office supplies and materials, and expenses for payment of grants and awards.
4. Equipment and Other Capital Assets A major object which includes all expenditures for equipment and other capital assets which have a useful life of more than one year and an acquisition cost of \$500 or more per unit.

FUNCTIONAL CATEGORIES

The functional categorization of institutional expenditures according to the purpose for which the costs are incurred is recommended for current fund expenditures by NACUBO and NCHEMS. These categories and their descriptions follow.

1. Instruction

This category includes expenditures for all activities that are part of an institution's instructional program. Expenditures for credit and non-credit courses, for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special and extension sessions should be included. However, the fact that proposed expenditures for continuing/adult education courses are to be included in this category of expenditures does not change stated policy concerning the source of funding for these course offerings. That is, it continues to be state policy that continuing/adult education courses be self-supporting. This policy should be taken into account when computing and reporting the proposed sources of revenue on EBO Form 14. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This category will exclude expenditures for academic administration when the primary assignment is administration (for example, academic deans). However, expenditures for department chairpersons for which instruction is still an important role should be included in this category.

2. Research

This category includes all funds expended for activities specifically organized to produce research outcomes as commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. This category does not contain all sponsored programs (such as training grants) or sponsored research only, since internally supported research programs should be included in this category. This category includes expenditures for departmental research activities that are separately budgeted and are normally managed within academic departments. Also included are research activities that are part of a formal research organization (institutes or centers) created to manage a number of research efforts (excluding federally funded research and development centers which are classified as independent operations).

3. Public Service

This category includes all funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Such activities can include seminars, projects, community service programs (excluding institutional activities), institutes, general advisory services, cooperative extension services, reference bureaus and various organizational entities established to provide non-instructional services to particular sectors of the community.

4. Academic Support

This category includes all funds expended for activities carried out primarily to provide support services that are an integral part of the operations of one of the institution's three primary programs: instruction, research, and public service. This includes the provision of services that directly assist the academic functions of the institution. Include expenditures for libraries, museums, galleries, audio/visual services, ancillary support, academic personnel development, course and curriculum development and the expenditures for academic deans. Do not include those of the department chairpersons, which are included under "Instruction." Also included in this category is computer processing that supports the three programs of instruction, research and public service; however, administrative data processing included in "Institutional Support" should be excluded.

5. Student Services

This category includes all funds expended for admissions, registrar activities and activities whose primary purpose is to contribute to all students' emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instruction program. Examples are career guidance, counseling, financial aid administration, student health services (except when operated as a self-supporting auxiliary enterprise), student activities, cultural events, student newspaper, intramural athletics, and student organizations. Intercollegiate athletics should appear in "Student Services" if not essentially self-supporting.

6. Institutional Support

This category includes all funds expended for activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, excluding expenditures for physical plant operations. Appropriate allocations of institutional support should be made to auxiliary enterprises, to hospitals and to any other activities not reported as "Educational and General" expenditures. Include

expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and community and legislative relations.

7. Operation and Maintenance of Physical Plant

This category includes all expenditures of current funds for the operation and maintenance of physical plant net of amounts charged to auxiliary enterprises and hospitals. It does not include expenditures made from the institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to campus grounds and facilities. It also includes utilities, property insurance, fire protection and similar items.

8. Scholarships and Fellowships

This category applies to monies given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or not. Do not report Federal PELL Grants, ROTC scholarships or other programs where the institution is not allowed to select the recipients of the grants. Include scholarships and fellowships in whichever reporting unit is applicable.

9. Auxiliary Enterprises

An auxiliary enterprise is an entity that exists to furnish a service to students, faculty or staff and charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting operations. Therefore, although revenues do not always exceed or equal expenditures, fees for auxiliary enterprises, unlike those of any other institutional operations, are usually set with this goal in mind. The general public may incidentally be served in some auxiliary enterprises. Examples are residence halls, food services, intercollegiate athletics, and student stores.

This category of expenditures embraces all costs, except depreciation, of operating the institution's auxiliary enterprises, including charges for physical plant operations and general institutional support. Also included in this category are other direct and indirect costs whether charged directly as expenditures or allocated as the proportionate share of the costs of other departments or units.

COMPILATION OF BUDGET REQUEST

BASIS OF REPORTING

1. Senior Institutions

The basis for submitting the Budget Request is the current funds reporting unit. A reporting unit is defined as any of the following:

- O & M Appropriations - unrestricted current funds only
- Each additional line item appropriation - unrestricted current funds only
- Each new program request - unrestricted current funds only
- Restricted Funds for the institution - current funds only

University systems should submit separate complete budgets for each institution and STAARS Budgeting will consolidate the budgets for the system.

Submit as supplemental information two copies of the institution's financial statement for the year ended September 30, 2014, no later than January 2, 2016.

2. Two-Year Colleges

The basis for submitting the Budget Request is the fund groups used by all junior, community, and technical colleges. Fund 1 ("Current Funds - Unrestricted") and Fund 2 ("Current Funds - Restricted") will appear on the EBO Forms. Although the request is submitted for the system, information should be available for individual colleges upon request.

STAARS MENU TABS FOR CREATING FORMS

Using the STAARS Budgeting Manual, log into the [application](#), and create each of the following Budget Requests from the menu tab selections:

1. **Unrestricted Current Funds-** Sum of all unrestricted reporting units (PS BUD REQ E&G- Form 14)
 - a. Expenditures by Function
 - b. Expenditures by Object
 - c. Employee Costs
 - d. Condition of Current Funds (Revenues)
2. **Restricted Current Funds-** Sum of all restricted reporting units (PS BUD REQ E&G-Form 14)
 - a. Expenditures by Function
 - b. Expenditures by Object
 - c. Employee Costs
 - d. Condition of Current Funds (Revenues)
3. **Unrestricted Auxiliary Enterprises** (PS BUD REQ Auxiliary-Form 14)
 - a. Auxiliary Revenues
 - b. Auxiliary Expenditures
 - c. Auxiliary Transfers
4. **Personnel Unrestricted** (PS BUD REQ Personnel-Form 17)
 - a. E&G Personnel by Function
 - b. E&G Personnel by Occu Activity
 - c. Aux Ent by Occu Activity
5. **Personnel Restricted** (PS BUD REQ Personnel-Form 17)
 - a. E&G Personnel by Function
 - b. E&G Personnel by Occu Activity
 - c. Aux Ent by Occu Activity
6. **Hospital Financial Summary, If applicable** (PS BUD REQ Hospital-Form 14A)
 - a. Revenues
 - b. Expenditures, Transfers, and AR
 - c. Personnel

SPECIAL INSTRUCTIONS

1. Restricted/Unrestricted Funds

The following definitions will be used to distinguish between restricted and unrestricted funds.

Restricted funds are those available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Internal designations do not create restricted funds, inasmuch as the removal of the designation remains at the discretion of the governing board. **NOTE:** Restricted funds for the institution will be treated as a separate reporting unit; therefore, no restricted funds should appear in any place except in this one reporting unit and the institution summary combining restricted and unrestricted funds.

Unrestricted funds include all funds received for which no stipulation was made by the donor or other external agency as to the purposes for which they should be expended. PLEASE NOTE THAT ALL ETF APPROPRIATIONS ARE CONSIDERED UNRESTRICTED FUNDS.

2. Treatment of Intra-Institutional Transactions

Intra-institutional transactions between service departments and storerooms and other institutional departments or offices should not be reported as revenues of the service departments but rather as reductions of expenditures of such departments, since these transactions are essentially interdepartmental transfers of cost. These reductions of expenditures should be reflected as a credit entry on EBO Form 14 in an appropriate expenditure category. If the expenditures are not distinguishable by object, reflect the reduction in supplies and expenses. The billed price of services and materials obtained from service departments and central stores to offices and departments should be treated just as if they had been obtained from sources outside the institution. Any difference between costs and billed prices as recorded in the service department account, whether credit or debit, should be reported under the Institutional Support expenditure classifications.

Certain intra-institutional transactions, however, should be reflected in the operating statements of the institution as revenues and expenditures. Materials or services produced by an

instructional department as a by-product of the instructional program and sold to other departments or to auxiliary enterprises or hospitals - for example, milk sold by the dairy department to the dining halls - should be treated as sales and services revenues of the selling department and as expenditures of the receiving department.

Sales and services of auxiliary enterprises to other departments - for example, catering by the food services department in the entertainment of institutional guests and sales by the college store to instructional departments - should be treated as sales and services revenues of the respective auxiliary enterprises and as expenditures of the unit receiving the services or materials.

3. Capital Assets

Capital assets include all equipment and other items which have a useful life of more than one year and an acquisition cost of \$500 or more per unit. Please note that if your institution is required to submit a Facilities Master Plan (FMP) to the Commission on Higher Education, Form 1A of the FMP should be submitted as an attachment that is uploaded to the STAARS Document Management Tab. No single asset is to appear on more than one form. If the expenditure for a capital asset involves current funds (restricted or unrestricted), such expenditures will be reflected in the category titled "Equipment and Other Capital Assets" on EBO Form 14. If there is a need to request additional funds for capital assets over and above those listed on EBO Form 14, these requests will be documented on Form 1A of the Facilities Master Plan. Examples might include the purchase of land, construction of a new building, replacement of a major piece of equipment or a major supplementary purchase of library materials to upgrade library holdings. Use the Document Management Tab on Form 14 Restricted in STAARS Budgeting to **submit all attachments.**

EBO FORM 14- EDUCATIONAL AND GENERAL FINANCIAL SUMMARY

CONDITION OF CURRENT FUNDS TAB (Revenues for PS BUD REQ E&G)

1. In the “PRIOR YEAR ACTUALS” Column, show the preliminary actual data for FY 2015 to reflect unrestricted or restricted amounts (whichever is appropriate). We realize that, due to encumbrances and 13th accounting period expenditures, the expenditures in this column will likely not match financial statements.
2. In the “CURRENT YR ESTIMATED” Column, show the budgeted (estimated) data for FY 2016 to reflect unrestricted or restricted amounts (whichever is appropriate).
3. In the “REQUESTED” Column, show the requested data for FY 2017 to reflect unrestricted or restricted amounts (whichever is appropriate).
4. Educational and General Beginning Balance is the fund balance which has not been formally allocated or otherwise designated for any particular use. However, the beginning balance may include funds which may be designated or allocated for a specific use in the future.
5. Revenues- Report the revenues received from the following sources for each fiscal year:
 - a. The ETF Appropriation-Operations & Maintenance is the total amount appropriated by law for operations and maintenance excluding amounts earmarked for specific purposes.
 - b. The ETF Appropriation-Other is the appropriated earmarked amount for the institution for a specific purpose (e.g. Agricultural Research State Match or Chauncey Sparks Center), excluding appropriations for Operations & Maintenance, appropriations to hospitals, and for Knight vs. Alabama. Specify each appropriation.
 - c. The ETF Appropriation-Act is the amount appropriated by law in an appropriation act other than Act 2014-456 and/or Act 2015-281.
 - d. The State Department of Education – In-Service Center is the amount appropriated to your institution through the State Department of Education’s budget.
 - e. The Knight vs. Alabama is the ETF amounts listed in the Financial Obligation section of Act 2014-456 and/or Act 2015-281. Please list these amounts individually by program or purpose.
 - f. Other State Funds refers to any other funds received from the state in addition to the direct ETF Appropriation.

- g. Federal Funds includes any amounts received from the federal government as an appropriation or for a grant or contract.
 - h. Stimulus Funds refers to funds received by the federal government originating from the *American Recovery and Reinvestment Act of 2009*.
 - i. Local Funds includes any amounts received from local government as an appropriation or for a grant or contract.
 - j. Tuition and Fees includes all tuition and fees assessed (net of refunds) against students. Tuition and fees remissions or exemptions should be assessed and reported as revenue even though there is no intention of collecting from the student. An amount equal to such remissions or exemptions should be reflected as expenditures and classified in the category Scholarships and Fellowships (if that is the purpose of the exemption) or classified as staff benefits in the appropriate expenditure category (if the exemption is made in compliance with a formalized policy granting exemptions to relatives of the institution's staff or the staff itself).
 - k. All Other Sources includes all revenues other than the ones mentioned above. List the major sources.
6. Total Condition of Current Funds- Verify that the "Totals" line on the Condition of Current Funds Tab in STAARS Budgeting equals "Total Educational and General Expenditures by Function" and "Total Educational and General Expenditures by Object" Tabs.
7. Educational and General Transfers (Net) includes a list of all transfers (net) in the categories provided for unrestricted or restricted funds. If the net amount of the transfer is an in-flow to the fund group, it should be parenthesized and treated as a negative figure. If the net amount transferred is an outflow from the fund group, it should be shown as an unsigned integer and treated as a positive figure in subsequent summations of expenditures and transfers.

Mandatory Transfers includes transfers from the current funds group to other fund groups arising out of (1) binding legal agreements related to the financing of educational plant, such as amounts of debt retirement, interest and required provisions for renewals and replacement of plant, not financed from other sources; and (2) grant agreements with agencies of the federal government, donors and other organizations to match gifts and grants to loan and other funds.

Nonmandatory Transfers includes those transfers from the current funds group to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of plant and repayments on debt principal. It may also include the transfer of resources to current funds.

8. Total Educational and General Transfers is the sum of all transfers in categories in "Educational and General Transfers (Net)".

9. Total Educational and General Expenditures and Transfers is the sum of “Total Educational and General Expenditures” and Total Educational and General Transfers”.
10. Educational and General Ending Balance is “Total Available” less “Total Educational and General Expenditures and Transfers”.

EXPENDITURES AND TRANSFERS for PS BUD REQ E&G AND AUXILIARY

11. Educational and General Expenditures by Function- Use the appropriate Functional Categories to record each reporting unit. Definitions of functional categories begin on Page 7.
12. Educational and General Expenditures by Object- Use the appropriate Object Categories to record each reporting unit. Definitions of Expenditure Objects begin on Page 5. The total must equal the total for Educational and General Expenditures by Function.
13. Detail of Employer Costs for Fringe Benefits- The institution’s cost for all Educational and General employee benefits such federal insurance contributions (FICA), retirement, health insurance, unemployment compensation, and all others. **Although fringe benefits may be combined for other reporting purposes, please detail these costs.** The total must match the “Employee Benefits” under Educational and General Expenditures by Object.
14. Auxiliary Enterprises- Auxiliary information is not to be added to any other institution totals. This category includes all costs of operating the auxiliary enterprises, including charges for operation and maintenance of physical plant, general administration and general institutional expenses. Intercollegiate athletics, if essentially self-supporting, are reported as Auxiliary Enterprises. Otherwise report them under "Student Services." *NOTE: All institutions should report auxiliary enterprises as unrestricted funds, as well as on the institution summary.*
15. Total Auxiliary Beginning Balance- The sum total of the beginning of year fund balances for all auxiliary enterprises.
16. Auxiliary Revenues- Includes the amounts received from Sales and Services. Please specify any other source of revenue.
17. Total Available is the sum of “Total Auxiliary Beginning Balance” plus “Total Auxiliary Revenues”.
18. Auxiliary Expenditures- Use the appropriate Expenditure Objects to record all auxiliary expenditures.
19. Auxiliary Transfers (Net) Use the appropriate categories. If the net amount of the transfer is an in-flow to the fund group, it should be treated as a negative figure. If the net amount transferred is an outflow from the fund group, it should be shown as an unsigned integer and treated as a positive figure in subsequent summations of expenditures and transfers.

20. Total Auxiliary Expenditures and Transfers is the sum of "Total Auxiliary Expenditures" and "Total Auxiliary Transfers".
21. Total Auxiliary Ending Balance is "Total Available" less "Total Auxiliary Expenditures and Transfers".

EBO Form 14A - HOSPITAL FINANCIAL SUMMARY

HOSPITAL REVENUES TAB IN STAARS

1. In the "PRIOR YEAR ACTUALS" Column, show the actual data for FY 2015 to reflect unrestricted amounts.
2. In the "CURRENT YR ESTIMATED" Column, show the budgeted (estimated) data for FY 2016 to reflect unrestricted amounts.
3. In the "REQUESTED" Column, show the requested data for FY 2017 to reflect unrestricted amounts.
4. Balance Brought Forward at Beginning of Year is the fund balance which has not been allocated or otherwise designated for any particular use. However, the beginning balance may include funds which have designated or allocated for a specific use in the future.
5. List the amount of Revenues received by the institution hospital for the three years shown. Patient service revenues should include all charges related to patient care. Example: Daily service charges - clinical laboratories, anesthesiology, diagnostic radiology, pharmacy, operating suites and all other special patient charges.
6. Allowance for Uncollectible Accounts is patient charges that have been reviewed through an aging procedure and have been determined to be uncollectible by the institution. These accounts are reflected as reduction to revenues from patient services.
7. Net Patient Service is the difference between the Patient Service revenues and the Allowance for Uncollectible Accounts.
8. ETF Appropriation is the appropriation made by the State of Alabama from the Education Trust Fund which is allocated to hospitals.
9. ETF Appropriation - Act is the amount appropriated by law in an appropriation act other than Act 2014-456 and/or Act 2015-281.
10. Other Income includes such items as cafeteria revenue, discounts earned, pharmacy outpatient sales, and any other miscellaneous income from the hospital. Any amount that exceeds \$50,000 should be specifically identified.

HOSPITAL EXPENDITURES, TRANSFERS, AND AR TAB IN STAARS

11. The Expenditures section of the Hospital Financial Summary has been divided into three functional categories: (1) Administrative Services, (2) Nursing and Professional Services, and (3) Operation and Maintenance of Physical Plant. The Administrative Services would include expenditure costs for administration, admission, credit and collections, health data systems, recruitment, materials management, communications, planning, systems development, hospital chaplaincy, and volunteer service.
12. Nursing and Professional Services would include all professional services related to the delivery of health care to the patient.
13. Operation and Maintenance of Physical Plant would include all housekeeping, maintenance and security for the physical plant. Itemize Utilities separately under "Operation and Maintenance of Physical Plant."
14. List all Transfers (Net) in the categories provided. If the net amount of the transfer is an in-flow to the fund group, it should be treated as a negative figure. If the net amount transferred is an outflow from the fund group, it should be shown as an unsigned integer and treated as a positive figure in subsequent summations of expenditures and transfers.
15. Balance at End of Year is the sum of a "Balance Brought Forward" plus "Total Hospital Revenues" less "Total Hospital Expenditures and Transfers".
16. The Accounts Receivable balance at beginning of the fiscal year and also at the end of the fiscal year should reflect the net accounts receivable, i.e. the gross accounts receivable less the allowance for doubtful accounts.

HOSPITAL PERSONNEL TAB IN STAARS

17. List salary amounts for the Hospital Personnel in the categories provided. The nursing staff and other licensed or registered employees would be classified under the Professional Non-Faculty category.

EBO FORM 17-PERSONNEL

PERSONNEL TAB IN STAARS

Create separate forms for restricted and unrestricted for each reporting unit as detailed on Page 11.

1. Each institution must indicate on EBO Form 17 its basis for determining a full-time instructional workload. For example, an institution on the semester system may consider 12 semester hours of course instruction to be a full-time workload.
2. Educational and General Personnel by Function- Use the appropriate Functional Categories for each reporting unit.
3. In the "Actuals" Columns, show the actual FTE and actual salary amount, respectively for FY 2015 for each classification listed. The following basis will be used to compute annual Full-Time Equivalent (FTE):

Instructional Faculty

The base computation for determining FTE will be that a full-time instructional faculty member with a full-time workload on a 9-10 months' contract employed for the entire contract period counts as 1.00 FTE. All other FTE computations must be made relative to this basis. A full-time instructional faculty member with a full-time workload on an 11-12 months' contract counts as 1.50 FTE on a semester system or 1.33 on a quarter system.

Both salary expense and FTE for summer instruction by full-time faculty members on a 9-10 months' contract should be reported in the instruction category. The FTE calculation for the summer instruction should be made as if the person were a part-time instructor for the summer term with the procedure described below being used.

Full-time employees on 9-10 months' or 11-12 months' contracts who were employed for only a portion of the academic or fiscal year should be counted according to the proportion of the contract time served. For example, a person on an 11-12 months' contract who was hired in middle of the fiscal year counts 0.75 FTE; likewise, a person on a 9-10 months' contract who served only during the first of three academic quarters counts 0.33 FTE.

A full-time faculty member whose separately budgeted responsibilities do not fall solely within a single reporting unit should be reported as the appropriate fraction of FTE under each reporting unit in which he/she has separately budgeted responsibilities. For example, a full-time faculty member who is budgeted half-time for O&M and half-time for the School of Nursing should be reported as 0.50 FTE in the O&M reporting unit (salary split accordingly). Likewise, 0.50 FTE and one-half salary would be reported in the School of Nursing reporting unit.

Full-time equivalency of part-time faculty should be calculated using one of the following procedures:

- (a) Divide total credit hours taught by part-time faculty during the fiscal year by 30 (for semester hours) or by 45 (for quarter hours).
- (b) Divide total salaries paid to part-time faculty during the fiscal year by the product of the average (or standard) rate per credit hour for part-time instruction times 30 for semester institutions or 45 for quarter institutions.

All Other Employees

FTE for part-time, professional employees who are not engaged in credit-hour-producing activities (e.g. part-time faculty in medical schools and part-time research assistants) should be determined using whatever the institution believes will produce the most accurate and meaningful FTE figure.

The FTE of part-time non-professionals should be calculated by dividing total hours worked during the fiscal year by the total hours a comparable full-time employee would be expected to work during the fiscal year.

The FTE reported for a full-time, non-professional position which was not filled for the entire fiscal year should be determined by the fraction of the fiscal year during which the position was filled. The FTE for full-time non-professionals employed for the entire fiscal year is, of course, 1.00.

- 4. In the "ESTIMATED" Columns, show the FTE and salary amount for FY 2016 for each classification listed, referring to the FTE instructions.
- 5. In the "REQUESTED" Columns, show the FTE and salary amount for FY 2017 for each classification listed.
- 6. Educational and General Personnel by Occupational Activity- Use the appropriate Occupational Activity Categories for each reporting unit. The occupational activity categories are defined as follows:

Executive, Administrative, and Managerial

Include all persons whose assignments require primary and major responsibility for management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Report in this category all officers holding such titles as president, vice president, dean, director or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (chairpersons, heads, or the equivalent) if their principal activity is administrative.

NOTE: Supervisory personnel of the technical, clerical, craft and service/maintenance force will be reported within the specific categories of the personnel they supervise.

Faculty

Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity or activities and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any one of these academic ranks. Report in this category deans, directors or the equivalents, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instruction. Do not include student teaching assistants or research assistants.

Professional Non-Faculty

Include in this category persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under Activity 1 (Executive) or Activity 2 (Faculty) and who should not be classified under one of the four "Non-professional" categories of activities.

Secretarial/Clerical

Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk-typists, office machine operators, statistical clerks, payroll clerks, etc. Also include sales clerks, such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

Student & Graduate Assistants

Include all Student Assistants, Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs).

Other Personnel

Include all persons who are not otherwise classified.

7. Total Educational and General Personnel- Verify that the total for Personnel by Activity equals the total for Personnel by Function.
8. Auxiliary Enterprises Employee Classifications- Use the appropriate categories.
9. Total Personnel (Excluding Hospitals)- The sum of Educational and General Personnel and Auxiliary Personnel.

STAARS AGENCY BUDGET REQUEST CHEAT SHEET

STAARS 6010 Process Steps

Gather Source Material

Login to STAARS Budgeting > <https://budget.staars.alabama.gov>

Go to Budget Tasks > Formulate Budget Requests

Click Search

From the List Select **PS BUD REQ E&G**

Choose Search Or New

Enter Request Code, Name, Department, Funding Type

Populate Tabs Expenditure by Function, Expenditure by Object, EmpCostFringe, Benefits, Condition of Current Funds

Go to Budget Tasks > Formulate Budget Requests

Click Search

From the List Select **PS BUD REQ Auxiliary**

Choose Search Or New

Enter Request Code, Name, Department, Funding Type

Populate Tabs: Aux Revenues, Aux Expenses, Aux Transfers

Go to Budget Tasks > Formulate Budget Requests

Click Search

From the List Select **PS BUD REQ Hospital**

Choose Search Or New

Enter Request Code, Name, Department

Populate Tabs: Revenues, Expenses, Transfers & AR, Personnel

Go to Budget Tasks > Formulate Budget Requests

Click Search

From the List Select **PS BUD REQ Personnel**

Choose Search Or New

Enter Request Code, Name, Department, Funding Type

Populate Tabs: E&G Personnel by Function, E&G Personnel by Occu Actv, Aux Enterprise by Occu Actv

Open infoAdvantage > <https://infoadv.staars.alabama.gov/BOE/BI>

Click the Question Mark

Enter the Department Code, Click Refresh

Enter

Click Run Report

STAARS Training Resources
<http://staarstraining.alabama.gov/>

STAARS Helpdesk
(334) 353-9000 or
STAARS.support@finance.alabama.gov